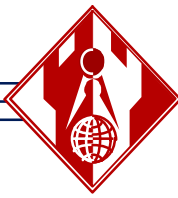


# **Indefinite-Delivery/Indefinite-Quantity (IDIQ)**

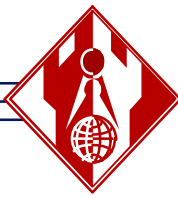
## **CONTRACTS**

**Bunnatine H. Greenhouse**  
*Principal Assistant*  
*Responsible for Contracting*  
*13 July 2000*



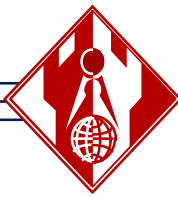
# **PURPOSE**

**To Identify USACE Policies  
and Procedures When  
Contracting With IDIQ Type  
Contract Instruments.**



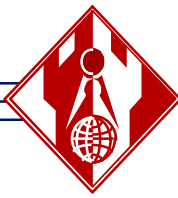
# **AGENDA**

- **What is an IDIQ Contract?**
- **USACE Should Consider Using an IDIQ Contract When...**
- **What Should the IDIQ RFP Contain?**
- **Small Business Concerns**
- **Benefits of IDIQs**
- **Questions**



# What is an IDIQ Contract?

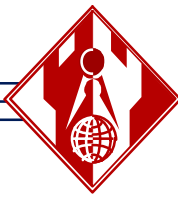
- **A Flexible Contract with Stated Limits;**
- **Provides for an Indefinite Quantity of Supplies or Services Furnished During a Fixed Period of Time;**
- **Deliveries or Performance are Scheduled by Placing Orders with the Contractor;**



# **What is an IDIQ Contract?**

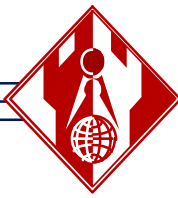
## **(Cont.)**

- **Limits Stated in Terms of Number of Units or Dollars**
  - **Government Must Order a Stated Minimum But, Not Exceed the Stated Maximum;**
  - **Contract May also Specify the Maximum or Minimum Amount per Government Order and Maximum Amount to be Ordered During a Specific Period of Time.**



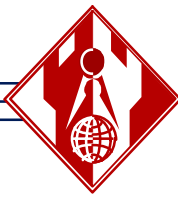
## **USACE Should Consider Using an IDIQ Contract When...**

- **The requirement for supplies and/or services is recurring;**
- **But, the exact times and/or exact quantities of future deliveries are not known at the time of contract award.**



# **What Should the IDIQ RFP Contain?**

- **Specify the Limits of Performance**
- **Use a Performance Based Statement of Work**
  - **Purpose of the Effort**
  - **General Scope**
    - **Relevant Geographic Area (ONLY)**
    - **Necessary Bundling (known requirements, ONLY)**
  - **Complexity of the Work: FFP, CPFF, CPAF, CPIF**
- **Decide on Single or Multiple Awards**
  - **Multiple Awards is Preferred Unless**
    - **Only One Contractor is Uniquely Qualified**
    - **Cost of Administration Out Weighs Benefits**
    - **Total Value of the Award is Less than \$2,500**

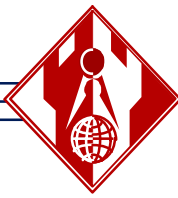


What Should the IDIQ RFP Contain?

## **Specify the Limits of Performance**

- **Specify the Period of Performance**
  - e.g. 1 year base with three 1 year options
- **Specify the Minimum and Maximum for:**
  - **Total Contract**
  - **Each Task Order**

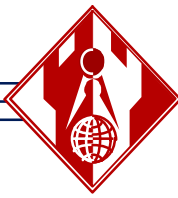




What Should the IDIQ RFP Contain?

# **Performance Based Statement of Work**

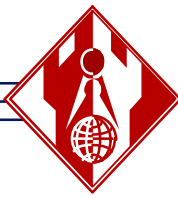
- **Purpose of the Effort**  
(What is the end product desired)
- **General Scope of Work**
  - **Covers only geographic area necessary to accomplish the required/described work**
  - **Include only like requirements (same industry/function - SIC code)**



What Should the IDIQ RFP Contain?

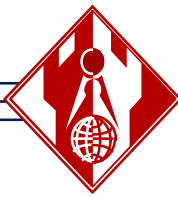
# Performance Based Statement of Work

- **Type, Complexity of Anticipated Work, and Inherent Risk Determines the Types of Contracts Required (FFP, CPAF, CPIF, etc.)**



## ***FAR PART 16.504 - Indefinite-Quantity Contracts***

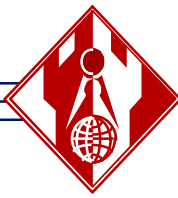
***Para (C) (2) - “Except for indefinite-quantity contracts for advisory and assistance service... the contracting officer shall, to the maximum extent practicable, give preference to making multiple awards of indefinite-quantity contracts under a single solicitation...”***



What Should the IDIQ RFP Contain?

# Single or Multiple Award Contract?

- **Multiple Awards is Preferred unless:**
  - Only One Contractor is Uniquely Qualified
  - Cost of Administration Out Weights Benefits (Tough Standards)
  - Total Value of the Award is Less than \$2,500
  - More favorable Terms & Conditions with single award
  - So integrally related that only a single contractor can perform
  - Not in Best Interest of Government

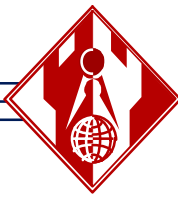


What Should the IDIQ RFP Contain?

# **Single or Multiple Award Contract?**

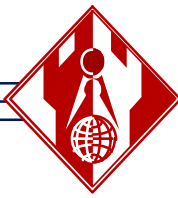
**Each Contractor Must Have a Fair  
Opportunity to Receive Each Task  
Order**

**(w/o the Fair Opportunity Documented,  
the Award May be Considered to be a  
Sole Source Procurement)**



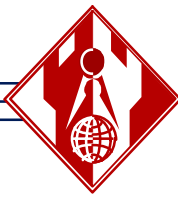
# SMALL BUSINESS CONCERNS

- **Is Your Contract:**
  - **Too Large for Small Business to be a Prime Contractor?**
  - **Contain Too Many Different Requirements Which Result in the Exclusion of Small Business Competition**
  - **Contain Such a Lengthy Period of Performance That a Growing Firm is Precluded From Later Competition.**



# SMALL BUSINESS CONCERNS

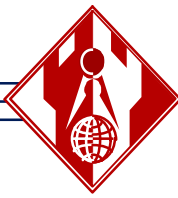
- **When Relying on a Subcontracting Plan for Small Business Participation:**
  - **Negotiate, Negotiate, Negotiate!**
  - **Consideration Must be Given to the Type of Work and Whether it is Severable - Don't Blindly Stick in Floors.**
  - **When Using Lengthy Contracts, Relate the Small Business Requirement for Participation (floors) to Changes in Army Policy/Floors.**



# **SMALL BUSINESS CONCERNS**

- **When Relying on a Subcontracting Plan for Small Business Participation (Cont):**
  - **Its Not the Percentage or the Dollar Amount that Counts, It's the Largest Total Contribution to Growing Businesses. (Large Percentage of a Small Amount Is Still a Small Contribution)**
  - **Verify Claims of Compliance.**

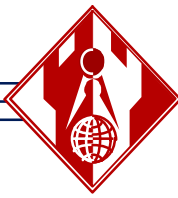




# **SMALL BUSINESS CONCERNS**

**Floors are Exactly What They Sound  
like... Floors.**

**(More is Better)**



# **IDIQ Contract Benefits**

- **Flexible Contract with Stated Limits**
- **Increased Contracting Efficiency**
  - **Lower Contract Costs**
  - **Lower Proposal Costs**
- **Improved Customer Service**
- **One Door Access to Information**
- **Supports the Division Business Center Concept**



**BOTTOM LINE:**

**USE THE RIGHT  
CONTRACTING TOOL  
FOR THE RIGHT JOB!**



QUESTIONS?

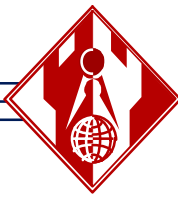
OR

WHAT DO YOU WANT THE CORPS TO KNOW?



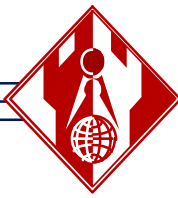


# BACK UP SLIDES



# Internet & Automation

- **USACE Home Page - <http://www.usace.army.mil>**
- **PARC Home Page**
  - Acquisition Information
  - EFARS
  - Links to DA/DOD Policy Documents
- **Automated Contractor Evaluations**
  - SSCASS
- **Electronic Commerce**
  - Solicit and Award Electronically
- **Credit Cards**
  - Purchases Include Micro A/E
  - Payments



# **Central Contractor Registration (CCR)**

- **On- line registration [Http://www.acq.osd.mil/ec/](http://www.acq.osd.mil/ec/)**
- **Paper form registration may be obtained by calling 1-800-334-3414**
- **Benefits of CCR include:**
  - **Single place for contractors to register for conducting business with all federal government agencies**
  - **Less time entering contractor information**
  - **Reduces errors and expedites payments using Electronic Data Interchange (EDI)**